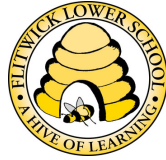


FLITWICK LOWER SCHOOL



Health & Safety Policy

A. General Statement of Policy

The Governing Body and Head Teacher of Flitwick Lower School are committed to ensuring a safe and healthy environment and for providing safe equipment and procedures for all staff, pupils and visitors involved in school activities. They recognise also their responsibility to consider the health and safety of contractors or any other person whose health or safety may be affected by school activities.

Ensuring that health and safety are safeguarded, so far as is reasonably practicable, ranks equally with any other managerial or supervisory responsibility. There is also a legal and moral responsibility on all employees to safeguard their own health and safety and to co-operate with the employer by following established procedures and bringing to the attention of school management any health and safety problems of which they are aware.

It is the intention of the Governing Body and the Head Teacher that the established policies and procedures issued by the Local Authority ("LA") shall be followed and developed locally to meet the needs of the school, as set down in this policy statement. The aim is to ensure that health and safety is an integral part of all school activities and that it is achieved in a way that is consistent with curriculum, and other needs.

The policy will be reviewed annually by the Governing Body to ensure that it is kept up to date.

B. Organisation Structure and Responsibilities

a. General

1. Overall responsibility for monitoring health & safety rests with the Governing Body, Day to day executive responsibility rests with the Head Teacher or in their absence with the Deputy Head Teacher or other teacher working in an acting capacity for the Head Teacher. All members of staff are responsible for health and safety in the school.
2. The Head Teacher is appointed as health & safety officer for the school and will co-ordinate the arrangements for maintaining statutory procedures/records required under the Health & Safety at Work Act and subsequent relevant legislation. The Head Teacher will keep this policy document under review to encompass the consequences of any subsequent legislation.
3. Each member of staff with supervisory control over any school activity, is responsible for ensuring that agreed health & safety procedures are implemented for their activity. Each teacher with a designated classroom is responsible for seeing that it is free from health & safety hazards and for bringing problems to the attention of the Head Teacher so that remedial action can be taken.
4. The Site Agent is responsible for checking the general condition of the premises and, in particular the non-classroom areas, and for ensuring that health & safety hazards are dealt with in a timely and effective manner.

Management Committee

Where action required is outside the Site Agent's competence the matter will be referred to the Head Teacher for appropriate action.

5. The Senior Midday Supervisors have delegated responsibility for Health and safety in the school and the playground during the dinner break and must be made aware of this responsibility by the Head Teacher.

C. Specific Hazards / Designated Responsibilities

1. Fire Precautions

The Head Teacher is responsible for ensuring that Fire precautions Policy and Fire evacuation procedures are carried out in accordance with LA guidelines and for co-ordinating other aspects of fire safety at the school.

The Site Agent is responsible for testing the fire alarm; for checking other fire equipment; and for keeping a record of tests as required by the current Local Authority guidelines.
See separate fire precautions policy

2. First Aid

An up to date list of trained 'First Aiders' and 'Appointed Persons' will be posted up in the school secretary's office, the staffroom and each class room. A First Aid box, as required by the First Aid at Work Regulations 1981, will be kept in the medical room. The School Secretary is responsible for ensuring that the contents of the box are replenished as necessary. The Head Teacher is responsible for ensuring that an appropriate number of members of staff are trained in first aid and that at least one first aider is present at school when there are staff and pupils on the premises. In the case of off-site activities at which pupils are present at least one qualified first aider should be present.

3. Accident & Ill Health Reporting

The School Secretary is responsible for ensuring that a record of all accidents is kept and that the Central Bedfordshire Council Accident and Dangerous Occurrence forms are completed and sent to the appropriate department. The School Secretary is also responsible for ensuring that accidents or ill health which are reportable to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1985 are notified within the prescribed period (Form F2508). The Head Teacher is responsible for monitoring and ensuring effective completion of these tasks.

4. Equipment & Electrical Testing

The responsibility for annual testing of the electrical installations and portable/transportable equipment on the site rests with the ICT Technician.

Action in the event that visible signs of damage or deterioration with equipment rests with the user, or in the case of equipment used by pupils, with the supervising member of staff. Any equipment which any person suspects to be unsafe should be clearly marked as such and removed to a secure location. The ICT Technician should be informed and he will arrange for the appropriate action to be taken.

5. Hazardous Substances

The Site Agent is responsible for ensuring that hazard data sheets are obtained from the supplier for chemical substances eg. cleaning agents and that an assessment record is kept available as required by the Control of Substances Hazardous to Health Regulations. The storage and use of all such substances must comply with the appropriate regulations.

6. Visitors

The School Secretary and/or Head Teacher are responsible for arranging that the arrival/departure of all visitors' to the school site (other than parents collecting/delivering children) is entered onto the visitors log sheets to be kept in the office.

The Site Agent is responsible for liaison with contractors working on the site from the point of view of hazards to health & safety, including the provision of information on emergency arrangements at the school. This includes ensuring that contractors working on the building interior sign the asbestos log. The asbestos log should also be signed by the authorising member of staff, acknowledging that the contractor has been advised of the potential hazard areas.

7. School Visits and Major events

The person organising any external visits away from school is responsible for carrying out necessary pre-visit arrangements including Risk assessments and obtaining authorisation from the Head/Deputy Head before the visit takes place.

8. Catering Safety

Responsibility for health & safety aspect of work in the school kitchen rests with the Catering Contractor as appointed from time to time on whose behalf the Kitchen Manager has delegated local responsibility.

D. Arrangements and Procedures

a. General

The procedure used in Flitwick Lower School will be in accordance with the current policy guidelines and procedures published and issued by the LA as supplemented by further guidance from the Chief Education Officer. At the primary school level these cover, in particular:

General guidelines
First Aid
Subject Guidelines
Fire Precautions
Swimming Pools
Educational Visits.

1. Induction Training

All new members of staff (teaching & non-teaching) will be provided with induction training appropriate to their health & safety needs. In the case of volunteer helpers it will be the responsibility of the relevant teacher or supervisor to ensure that appropriate information is passed on.

2. Medicines

Prescription medicines may be administered to children only at the specific request of the parent or guardian and after the completion of an indemnity form. All such medicines will be securely stored away from children and will only be administered to children individually and by a designated competent adult.

3. School Lettings

Before agreeing to let school premises to outside bodies, for use out of school hours, the proposed use and responsibility for supervision will be established to ensure that the use is compatible with the premises and equipment involved and that residual problems relating to subsequent school use are not likely to arise. Authorisation by the Head Teacher is required before a letting agreement is made.

4. Monitoring

In order to monitor standards of health and safety the Head Teacher will arrange at least annual inspections by a suitable person (a suitable person can be either a Governor who is not in frequent contact with the building ie. can have a fresh 'pair of eyes' or deputy who is health and safety liaison officer or another person nominated by the Governing Body). A report will be presented to the Governing Body for their consideration. Any recommendations made and approved by the Governing Body will be carried out in a timely manner, with a subsequent report on progress being submitted by the Head Teacher to the Governing Body.

5. School Visits

For all school visits the Local Authority procedure guidelines must be adhered to. A copy of the procedure is kept in the school office. The venues chosen for school visits are restricted to those with no significant hazards. It is the responsibility of the member of staff leading the school visit to ensure procedures are followed and all checks carried out.

For all visits, the appropriate ratios of adults to children must be calculated and the necessary staff and adult helpers provided.

Before any party leaves the school all accompanying parents must be instructed and briefed about safety and control procedures and all children must be briefed and instructed on safety procedure, in particular the need to stay close to an adult at all times.

The school must always check with the coach companies used that all drivers have and display their 'Public Service Vehicle' license.

6. Personal Protective Equipment

Staff should request suitable PPE if work involves use of equipment, chemical or other substances hazardous to health if it has not been provided.

7. Sources of Further Advice on Health & Safety Matters

The school will seek specialist advice on health & safety from an appropriate source, where matters are outside the competence of school personnel.

Agreed: June 2007

To be reviewed annually by the Management Committee

Reviewed February 2010

This policy needs to be read in conjunction with: Risk assessment procedures, school visits and Journeys, Fire precautions

Flitwick Lower School Health & Safety Policy

APPENDIX A

Specific Responsibilities for Health & Safety for those Staff with a Designated Classroom

1. Children and adults must carry equipment safely about the room and the school.
 - a. Chairs should be carried with two hands holding the set with 4 legs pointing down to the ground.
 - b. Children should be shown how to carry scissors and other potentially dangerous small equipment.
 - c. If children have to carry a glass object it may be appropriate for them to place this in a plastic bucket.

NB The correct handling of PE equipment is described in the PE Policy.

2. Children must be shown how to use all appropriate equipment safely. If in doubt about the correct use please consult the subject co-ordinator.
3. All containers holding any substances should be clearly marked eg. glue decanted into containers should be clearly marked as such.
4. All exits from the classroom should be free from obstructions. As far as possible things should not be put in front of a radiator.
5. Children should be reminded to sit correctly on chairs ie. 4 chair legs on the floor.
6. Staff are responsibility to see that the classroom is well ventilated.
7. Cloak storage areas should be kept as tidy as possible. Coats, bags and shoes left on the floor are a potential health & safety hazard.
8. Packed lunch boxes are to be stored on the racks above the coat pegs.
9. Floors should be cleaned immediately of any spillages that occur.
10. If an accident occurs the teacher should deal with it to the best of their ability but if in any doubt another adult should be sent for. Ideally this would be a school First Aider who are named in the classroom and in the staffroom. The Head Teacher should always be informed about serious accidents.
11. Under normal circumstances children should not be left unattended in any classroom.

Cooking in the classroom or shared areas -

12. All people involved should have clean hands and all surfaces used for the preparation of food should be cleaned with the cleaning fluid provided for this purpose.
13. Any cooking activities must only be carried out under strict supervision.

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